

FMIS Procedure Manual



1. Naming Conventions

1.1 General Information

The introduction of the FMIS to the University requires the use of naming conventions. The use of these conventions will allow easier location of records on the FMIS;

The information standardised will be:

- Supplier Record (Purchasing)
- Creditor Records
- Debtors Records

Oracle recommends the use of congruent naming conventions, that is, all entries should appear the same, **either upper or lower case or without full stops and or commas**. The use of noncongruent will result in duplication of suppliers, individuals and debtors. It has been decided the University of Tasmania will comply with this recommendation and use a congruent style for entry of all suppliers, individuals and debtors.

All entries to the supplier, individual and debtors databases are to use upper and lower case without full stops or commas, except in electronic addresses.

1.2 Examples

Company Name

Company Name shall be Upper Case and Lower Case using standard spacing, there is to be no full stops or commas.

For Example: **D&W Electrical
Corporate Express
Harcourt Brace & Co Pty Ltd**

Companies that use initials only will be entered without spaces between the initials.

For Example: **BHP**

Companies that include initials as part of their full title shall be entered with a space between the initials.

For Example: **B H Blackwell Ltd**

Abbreviations

Abbreviations to be used in company names are restricted to:

For Example: Co for Company
Ltd for Limited
Pty for Proprietary
Corp for Corporation

Government Departments

Government Departments they are to entered in the following manner using the conventions above:

**Department of Education Community & Cultural Development
GPO Box 100
Hobart
TAS 7001**

FMIS Procedure Manual

DEETYA
85 Macquarie Street
Hobart
TAS 7000

Office of The Status Of Women
GPO Box 354
Hobart
TAS 7001

Mailing Address

- Address numbers containing unit and street numbers are to be entered using a forward slash “/”.
- Street names,
- Suburbs, Towns, Cities, States and Countries are to be entered using Upper and Lower case in full. For state name the three letter abbreviation in Upper Case is to be used.

Unit 4/15 Jones Street
South Launceston
TAS 7250

PO Box 939
Sydney
NSW 2001

51 Alpine Avenue
York
United Kingdom
OX1 2EU

Individuals

Individuals are to be entered using Upper and Lower Case without full stops or commas. Titles are not to be shown.

First name and Surnames

To prevent miss identification given names are to be entered in full, they are to be entered using upper and lower case. Subsequent initials are entered in upper case, standard spacing, without full stops or commas. In the case where the given name, initials and surnames are the same, enter all the given names in full. Initials are not to be used for christian names these must be entered in full.

John Edward T Bloggs
Susan Jones
Edith Smith
Robert James Clark
Robert Julian Clark

Students

When students are entered into the payables for payments of scholarships or reimbursement the student number should be included in the database, by entry into the SIC field. The supplier should also be identified as a student in the “Type” field.

John Leslie Ronald Smart
Susan Smart
James Leon Raymond Smart

FMIS Procedure Manual

Employees

When employees are entered into the FMIS they are to be grouped under the listing “employees” using the “Ttype” field. In addition their employee number is to be included in the SIC field.

Ian John Buttercup
16 Paddock Street
Launceston
TAS 7250

Changes and additions to these conventions require the approval of the Director of Financial Services.